

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">***** Open Until Filled *****</p>		<b>広報番号：</b> Announcement No.	<b>SRFJRMCMC-91-06(OUF)</b>
		<b>募集締切日：</b> Closing Date	<b>1<sup>st</sup> Cut Off: 15 Oct 06</b> 1 <sup>st</sup> and 15 <sup>th</sup> of each month until filled after the 1 <sup>st</sup> cut off
		<b>発行日：</b> Date of Issue	<b>25 Sep 06</b>
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b> <b>Engineering Aid (General) #435</b> <b>[エンジニアリング補助職(一般)]</b> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security    Medical		<b>募集人数</b> No. of Recruitment  <b>2 名</b>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity U. S. Naval Ship Repair Facility, Yokosuka & Japan Regional Maintenance Center (SRF-JRMC), Engineering & Planning Dept. (C-200) HM & E Fleet and Industrial Support Division (C-280) Steam, Diesel and Propulsion Branch (C-281) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term ( <u>4</u> カ月 Months )	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) 勤務日 Work Days: <b>月曜日 – 金曜日</b> 勤務時間・休憩 Work Hours/Recess Period: <b>08:00 – 16:45/12:00 – 12:45</b> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties <b>Technical Support</b> Technical Assistance – Assists the SGPI (Steam Generating Plant Inspector) in preparation of written technical direction in the form of SGPI BIRMIS (Boiler Inspection and Repair Maintenance Information System) reports, Work Procedures or Condition Reports. Provides research assistance for the SGPI while using the Joint Fleet maintenance Manual (JFMM) work control requirements to select appropriate technical, material and workmanship requirements from manuals, drawings, etc. Assists the SGPI during system level troubleshooting, inspections, measurements, tests, and while evaluating equipment and material condition, consulting reference drawings, manuals. Proficiency in Microsoft Excel and Microsoft Word is required. Production Support – Assists the SGPI in providing inspection support within the SRF/JRMC and assists in the evaluation of work requests to determine if shop personnel are qualified to accomplish the work item. Assisting with inspections will require crawling in tight, dirty and dusty environment. Departure From Specification (DFS) – Assists SGPI in research and development of DFS requests when SRF/JRMC work will not meet technical or material requirements. <b>Program Support</b> Steam Systems Branch Instructions and Work Processes – Assists the SGPI in the maintenance of the Propulsion Systems Branch Database that includes Departure from Specifications, inspection reports (BIRMIS, BTIU, etc.), Conditions reports, job orders, etc. Performs other related or incidental duties as assigned.			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of engineering methods and practices gained through technical experience in electrical and mechanical fields. c. Skill in operating personnel computer such as Word, Excel, Outlook, etc. d. Ability to assist with preparation of technical direction, research of work requirements, troubleshooting, inspection, measurement, test of steam generating system, evaluation of work requests, and maintenance of database. e. Ability to speak, read and write English at average proficiency level (LAD: 2). * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : N/A	

<b>8.提出するもの</b> Application and Associated Documents	<b>職務状況</b> Working Condition
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\*☒ **空席応募用紙** Application for Vacancy Announcement  
 \*☒ **専門職務経歴書** Resume of Specialized Work Experience  
 \***の記入は Complete \* in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**  
☐ 運転免許証の写し Copy of Driver's License  
☐ 修了証／証明書の写し Copy of Certificate  
☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)  
☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)  
☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen  
 applicant, copy of Alien Registration and Passport/Visa Copy  
☒ 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from  
 Hello Work, "Hello Work Referral Card"

## 9. 応募書類提出先 Office to Submit

**内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:**

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
 内線/Extension 243-8152 JN Employment Division (N132)

\*部隊担当者名 Office/POC: SRFJPMC, Manpower Division (Code 1160),  
 軍電 (DSN) 243-243-4553/243-4554  
 Ms. Imaizumi/ Ms. Satomi

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
 管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)

\*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

## 事務処理欄 For Official Use

PD No.: SRFJPMC-281-005-LT

PD is accurate and current. **Certified by Activity: C1161NS**

HRO: AH 9/15 ah 9/21

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.